



NEW JERSEY ARMY NATIONAL GUARD
JOINT FORCE HEADQUARTERS
3650 SAYLORS POND ROAD
FORT DIX, NEW JERSEY 08640-5606

ARMY BULLETIN NO. 34

1 December 2007

PROCESSING HARDSHIP SEPARATIONS

1. References.

- a. AR 135-175, Separation of Officers, 28 February 1987.
- b. AR 135-178, Enlisted Personnel Separation, 13 March 2007.
- c. AR 601-25, Delay in Reporting for an Exemption from Active Duty, Initial Active Duty for Training and Reserve Forces Duty, 19 October 2006.
- d. AR 614-30, Overseas Service, 11 April 2007.
- e. Department of the Army Personnel Policy Guidance (PPG) for Contingency Operations in Support of the GWOT, 14 May 2007.

2. Purpose. The alert period will be used to identify Soldiers with significant hardships that cannot be brought to mobilization standards prior to the mobilization date. These conditions may render these Soldiers disqualified from mobilization. As a result, these Soldiers may request a delay or exemption from deployment based on the nature of the condition.

3. Applicability. This policy is applicable to all New Jersey Army National Guard (NJARNG) Soldiers (officers and enlisted), that have been alerted or ordered to federal active duty in support of the Global War on Terrorism. The goal is to mobilize Soldiers who can deploy and complete the stated tour of duty. The contents of this bulletin are directive in nature; in case of conflicts, Army Regulations will take precedence. This bulletin supersedes Army Bulletin No. 24, 8 June 2004.

4. Responsibilities.

- a. Commanders. Unit commanders are required to constantly screen their Soldiers for mobilization preparedness. When an issue involving extreme personal hardship is identified, the unit commander will carefully evaluate the issue, counsel the Soldier concerning his/her responsibilities and options, if necessary seek legal guidance from the Staff Judge Advocate and without delay submit a recommendation through the chain of command to the G1.
- b. G1. The G1 will convene a Separation Board that will review and consider all hardship applications initiated on behalf of alerted or mobilizing Soldiers requesting delay or exemption.

c. Separation Board. The Separation Board will convene as necessary in order to review hardship applications. After reviewing and evaluating the merits of the application, the Separation Board will recommend one of the following actions:

(1) Deny the application, thus the Soldier will be obligated to mobilize with his/her unit.

(2) If the hardship is temporary, recommend mobilization delay for a period of up to sixty (60) days with TAG approval. In exceptional cases, the board can recommend mobilization delay exceeding (60) days with the approval of the Chief, National Guard Bureau.

(3) If the hardship is extraordinary and a mobilization delay will not alleviate the situation, the Separation Board may grant a mobilization exemption. If an exemption is granted, the Soldier will be processed for separation from the NJARNG.

5. Criteria for Separation.

a. Separation will be recommended when all of the following circumstances exist:

(1) The hardship is severe and not temporary.

(2) The hardship has arisen or been aggravated since entry into the military.

(3) The member has made every reasonable effort to remedy the situation.

(4) Separation is the only remedy.

b. The following circumstances do not justify granting a mobilization exemption and separation from the ARNG:

(1) Normal pregnancy of a Soldier's wife.

(2) Altered income, separation from family or inconvenience incident to the deployment.

c. A Soldier may be separated for the convenience of the Government on the basis of the reasons set forth in Chapter 6, AR 135-178.

6. Supporting Evidence.

a. The evidence required to grant a delay or exemption (separation) will consist of the following:

(1) Memorandum from Soldier requesting delay or exemption. The memorandum will explain in detail the Soldier's extreme hardship.

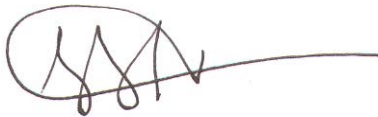
(2) Endorsement from each level of the chain of command (Commanders Only) with copy of counseling statement. Counseling for the purpose of retention and rehabilitation is a prerequisite before starting a separation action.

(3) A minimum of two (2) affidavits or statements submitted on behalf of the Soldier by disinterested persons or agencies having firsthand knowledge of the circumstances.

b. The recommendation made by the Separation Board will be based on the information supplied by the applicant and the recommendation made by the chain of command. Therefore, the application must be as clear, factual and complete as possible.

7. Commanders will become familiar with the hardship, dependency and separation guidelines delineated in the referenced publications in order to make sound, fair and consistent recommendations. Furthermore, commanders will promptly process all actions from Soldiers requesting delay or exemption consideration and submit all such requests through the chain of command for adjudication by the Separation Board.

OFFICIAL:

A handwritten signature in dark ink, appearing to read 'J. Grant', enclosed within a hand-drawn oval. A long horizontal line extends from the right side of the oval.

JAMES J. GRANT
COL, GS, NJARNG
Chief of Staff

GLENN K. RIETH
Major General, NJARNG
The Adjutant General

DISTRIBUTION: J